



Eugene Fire & EMS
Fire Marshal's Office
1320 Willamette St., Eugene, OR 97401
541-682-5411.



Outdoor Fairs
Inspection Guide

For additional info, consult the Outdoor and Indoor Event Pamphlet

Vendor or Event name: _____ Address or Location: _____

OK/NA | To be corrected or reinspection date

General

Code cites are from the IFC

1. _____ Waste materials, 30' clear perimeter and floor areas, kept in containers until removed, 2404.22.
2. _____ Combustible decorative materials are to be flame-resistant except table covers, 805.1.
3. _____ Decorative wood less than 1/4" thick is to be flame-retardant treated, 806.

Electrical

4. _____ Household, small thin type, extension cords are not UL listed nor permitted for outdoor use, 605.5.
5. _____ Electrical cords **subject to foot or equipment traffic** shall be protected from damage, see 6 and 7, 605.5.
6. _____ Cords 3/8" or less in diameter **subject to foot or equipment traffic** shall be covered with a hard plastic "office cord covers" or an approved alternate method.
7. _____ Cords greater than 3/8" in diameter **subject to foot or equipment traffic** shall be protected with a plywood or plastic ramp style cover or an approved alternate method.
8. _____ All cord covers are to be secured in place and marked as to indicate a trip hazard.
9. _____ Electrical cords and any integrated electrical device shall not be spliced in any manner, 605.5.3.

Fire Protection

10. _____ At least one multi-purpose fire extinguisher, with a UL classification of 2A-10BC, is provided for every booth unless the promoter selects the alternate method of coverage in the Fire Safety Pamphlet for Outdoor and Indoor Events, 906.1, and NFPA 10.
11. _____ Every booth using oil in the cooking process shall also provide a 40BC portable fire extinguisher **unless** the cooking involves deep fat frying or WOKS then the **additional** extinguisher must be a "K" type extinguisher, 906.4.

Booth (tent & canopy) Construction

12. _____ Tents and canopies are to be made of fire-retardant treated materials. Proof of treatment must be available i.e. a certificate of treatment or stated on the label of the tent/canopy material. Plastic tarps are not permitted, 2404.2, 2404.3.
13. _____ Cooking booths are to have 10' of clearance from other booths, fences, and buildings on at least two sides, typically to the front and rear of the booth. Clearance to the rear allows a path of exiting for booth occupants, 2404.15.5.

Cooking Booths: Open Flame with no Frying or WOKS (policy to allow reduced clearance to other booths)

14. _____ Option 1, Open flame cooking with no frying; non-combustible siding extends 6" above flames, flame retardant canopy.
15. _____ Option 2, Open flame cooking with no frying; 3 sided metal shield, 12" above cooking surface and a 6" clear space to siding, flame retardant canopy.

Cooking Booths with Deep Fat Frying or WOKS (policy to allow reduced clearance to other booths)

16. _____ Option 1; Cooking booths: siding and roofs are made of non-combustible materials (metal, cement board, or sheetrock) allows cooking with deep fat frying and WOKS in the booth.
17. _____ Option 2; Cooking booths: siding and roofs are made of fire retardant treated combustible materials, using a metal hood extending at least 6" beyond each edge of the cooking appliance area and a roof vent with 3" clearance from the roof material allows cooking with deep fat frying and WOKS in the booth.
18. _____ Option 3; Cooking booths: siding and roofs are made of fire retardant treated combustible materials can not have any open flame or frying operations in the booth **unless** a previous option is applied. Otherwise, it shall have a cooking area for open flame, deep fat frying, and WOKS that is 3' to 5' from the nearest edge of the main booth and any adjacent booths or buildings.

Propane Use

19. _____ Propane cylinders less than 500 water gallons in size are to be at least 10' from a booth or structure. A typical barbecue tank is 5 water gallons, 2404.16.2.1.
20. _____ Propane cylinders greater than 500 water gallons in size are to be at least 25' from a booth or structure, 2404.16.2.2.
21. _____ Propane tanks are to be set on a firm foundation or adequately secured, and protected from damage, 2404.16.3.

Comments: _____

Inspected By: _____ Date: _____

Responsible Party Signature: _____ Date: _____

Office Use Only:

Information reviewed by Office staff: _____ Date: _____